

## Arroyo Vista Recreation Center

4550 Tierra Rejada Road  
Moorpark, CA 93021

Phone: (805) 517-6300  
Fax: (805) 532-2551

acrc@moorparkca.gov  
www.moorparkca.gov

Office Hours:  
8:30 a.m. to 6:00 p.m.  
Monday through Friday  
closed major holidays

*Mailing address:*  
799 Moorpark Avenue  
Moorpark, CA 93021



8.1.15

### Need a place for your next event?

The Arroyo Vista Recreation Center can be reserved for your next special event! The Center is located within the beautiful Arroyo Vista Community Park at 4550 Tierra Rejada Road in Moorpark.

The facility features a multipurpose room, an activity room, kitchen, conference room, and gymnasium. The facility also has a lobby, men's and women's restrooms, and a patio area.

The *Sycamore multipurpose room* is located on the west end of the building. This room features a carpeted floor, sound system, and big screen TV. The maximum capacity for this room is 158 dining, 339 assembly.

The *Jacaranda activity room* is located on the east end of the building. The room features a tile floor, wall mirror, and counter space. The maximum capacity for this room is 92 dining, 212 assembly.

The *kitchen* can be accessed from either room. The kitchen features a sink, refrigerator, convection oven, warming table, and counter space. The kitchen may only be rented in conjunction with a room.

The *gymnasium* is detached from the rest of the building. The gymnasium is available for activities which are appropriate to a gym, such as basketball and volleyball. The gym features bleachers, six basketball hoops (for one full court or two half-courts), and can be fitted with standards for volleyball.

The *Magnolia Conference Room* is available for use by Moorpark nonprofit organizations for meetings and training sessions.



## Facility Rental Guide



## ARROYO VISTA RECREATION CENTER

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## Making a Reservation

Reservations are taken at the Arroyo Vista Recreation Center office, on a first-come, first-served basis, and may be made up to 9 months (Moorpark residents) or 6 months (all others) in advance.

All rentals must be made by an adult 21 or older.

**When making a reservation, please have the following ready:**

- Identification (CA driver's license or ID card)
- Proof of current address
- Proof of nonprofit status (organizations)
- Credit card, check, or cash for payment

## General Rental Information:

### Fee Payment and Security Deposits:

For reservation applications submitted more than thirty (30) days in advance, a \$125 holding deposit is required at the time of application. All fees are due in full, thirty (30) days prior to the first rental date on the permit. Rentals with less than 30 day notice will be accepted on space and staff availability basis. A refundable \$300 (rooms) or \$1000 (gym) security deposit is required for all rentals. Costs resulting from damage, additional staff time, or noncompliance with rules, will be deducted from the security deposit. Additional fees may be levied for rental requests containing unusual activities or accommodations, as determined by the Director.

### Approval of rental applications

Rentals are not confirmed until the application has been approved in writing by authorized City staff. The City may deny or revoke a rental application or permit when it is determined by the City that the rental use of the facility will not be in the best interest of the City.

### Insurance Requirements

Insurance must be purchased through the City for an additional fee. This insurance will cover any property damage in excess of the security deposit. Businesses and organizations may provide their own liability insurance coverage. Limits of bodily injury and property damage must not be less than \$1,000,000. An endorsement is required naming the City of Moorpark as additional insured.

## Facility Rules Summary

For complete regulations, please see the City's Rules and Regulations Governing the Use of City Facilities resolution.

### Facility Hours

The Arroyo Vista Recreation Center may be reserved between the hours of 7:00 a.m. and 10:00 p.m. There is a 2 hour minimum rental time. Facilities are not available for rental on City holidays.

### Decorations

Decorations must be approved by the City and comply with the California Health and Safety Code. Decorations may not be installed in any way that may damage the walls, floor, ceiling, or other part of the facility, or cause a hazardous situation.

### Amplified Sound

Persons wishing to use amplified sound shall make such a request on the Reservation Application and receive written authorization from the City. Persons permitted to use sound amplification equipment shall keep the sound level of such equipment at a reasonable level to avoid disturbing nearby residents.

### Cancellations

Cancellations are subject to the following:

- 90 days notice: Fees refunded, less a \$25 fee.
- 15-89 days notice: Fees refunded less a \$125 fee.
- Less than 15 days notice: Security deposit only may be refunded, less costs incurred by City and a \$25 fee.

## PROHIBITED ACTIVITIES

The following items are prohibited at Arroyo Vista Recreation Center:

- Alcoholic beverages
- Open flame devices or fog machines
- Gambling
- Bird seed, rice, straw, confetti, hay, sand, glitter
- Smoking anywhere on City Property

## RENTAL FEES

Room rental rates are hourly and are based on the renter's group classification and the number of people attending. Additional fees are required for use of equipment.

**Group classifications are as follows:**

**Group 2:** Residents of the City of Moorpark, City of Moorpark 501(C) nonprofit organizations, and Government agencies serving Moorpark residents.

**Group 3:** Nonresidents within MUSD boundaries, other nonprofit organizations, Moorpark businesses for recreational purposes.

**Group 4:** All other renters.

| Sycamore Room | Group 2 | Group 3 | Group 4 |
|---------------|---------|---------|---------|
| 1-99 ppl      | \$55/hr | \$65/hr | \$75/hr |
| 100-340 ppl   | \$65/hr | \$75/hr | \$85/hr |

| Jacaranda Room | Group 2 | Group 3 | Group 4 |
|----------------|---------|---------|---------|
| 1-99 ppl       | \$45/hr | \$55/hr | \$65/hr |
| 100-340 ppl    | \$55/hr | \$65/hr | \$75/hr |

| Kitchen            | Group 2 | Group 3 | Group 4 |
|--------------------|---------|---------|---------|
| (with Room Rental) | \$20/hr | \$30/hr | \$40/hr |

| Gymnasium   | Group 2 | Group 3 | Group 4 |
|-------------|---------|---------|---------|
| 1-99 ppl    | \$55/hr | \$65/hr | \$75/hr |
| 100-340 ppl | \$65/hr | \$75/hr | \$85/hr |

| Magnolia Room<br>(Moorpark Non-Profits) | Group 2 | Group 3 | Group 4 |
|---|---------|---------|---------|
| 1-25 ppl                                | \$20/hr | \$30/hr | N/A     |

**Application Fee** (Single Day) \$10

**Application Fee** (Multiple Day) \$20

**Equipment Use Fees (includes set-up)**

Tables: \$5.00 per table (round or rectangular)

Chairs: \$0.25 per chair

Stage: \$25.00 per section (4' x 8')

**Insurance (Required)**

Less than 100 attendees: Starting at \$84.00

Greater than 100 attendees: Starting at \$117.00

**Staff Fee (for rentals requiring additional staffing, including rentals over 100 people)**

Part-time rate: \$35/hr

Full -Time rate: \$70/hr